



Department of Planning and Zoning  
225 S Emerson Avenue  
Greenwood, IN 46143  
(317) 881-8698  
(317) 887-5616 fax

**NEW SINGLE-FAMILY  
OR  
NEW TWO-FAMILY  
RESIDENTIAL**

## BUILDING PERMIT REQUIREMENTS

Work must be started within 90 days of issuance of Building Permit.

Permit is good for 2 years from issuance date.

### APPLYING FOR THE BUILDING PERMIT

*The following must be received prior to issuance of a building permit. However, you can submit your application, sidewalk notice and construction plans for review prior to obtaining the other items.*

*There is a 3-day review period.*

<b>Copy of Paid Sewer Connection (Tap-On) Fee</b>	Call Sanitation Billing Office and let them know what size water meter you will be installing. They will get your form ready and you can pay for it at their office (2 N Madison Avenue).	
<b>Copy of Paid Sewer Availability Fee (SAF)</b>	You must submit an application and plot plan to the Engineering Department (3-5 days to process). Pick up the form from Engineering and take it to the Sanitation Billing Office (2 N Madison Avenue) to pay.	
<b>Park Impact Fees Paid</b>	You need to pick this form up from the Parks Department (at the Community Center on Surina Way). Bring the form with you to the Planning Department when you come to pick up your permit. We will need a separate check for the Park Impact Fee.	
<b>Construction Plans</b>	1 set, including truss drawings and foundation plans, plus a plot plan/mortgage survey	
<b>Sidewalk Notice</b>		
<b>Application</b>	Must include the contractor/builder contact name and phone number, as well as the cost of the project.	
<b>Building Permit Fees Paid</b>	<b>Single-Family</b>	\$175 base fee plus \$0.02 per square foot.
	<b>Two-Family</b>	\$225 base fee plus \$0.02 per square foot

### INSPECTIONS

*The permit holder is required to call in for all applicable inspections. FAILURE TO OBTAIN ALL APPLICABLE INSPECTIONS COULD RESULT IN A ZONING VIOLATION.*

*Call the Planning Office at (317) 881-8698. 24 Hours notice is required.*

<b>Footing</b>	Must be open trench.
<b>Slab</b>	Plumbing installed before covering Electric installed before covering
<b>Rough-Ins</b>	<b>ALL INSTALLED FOR VIEWING BEFORE DRYWALL</b> Heating/Cooling Plumbing Electric Framing
<b>Final</b>	Finished product before occupation

### OTHER QUESTIONS?

Sewer Tap-On Fees	Barb Ferguson or Barb Robison, Sanitation Billing	(317) 887-5232
Sewer Availability Fees	Engineering Department	(317) 887-5230
Park Impact Fees	Evan Springer, Parks & Recreation	(317) 881-4545